

July 26, 2006

Dear Community Leader:

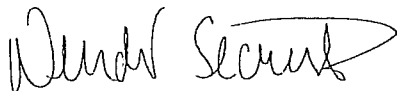
Idaho Commerce & Labor has a new program to assist rural communities confronted with critical growth management issues. Funding for this program was appropriated to the department during the last legislative session and financial assistance will be awarded to rural communities that demonstrate the most acute need for growth management planning and meeting the challenges of rapid population growth and other program criteria as set out in the program guide.

A program guide and application is attached. Rural communities that wish to be considered for participation should review the program guide and return the enclosed application to the department. A cover letter signed by your chief elected official expressing a need for this program and a commitment to provide matching funds must be included with the application.

Please send your completed application and cover letter directly to Gloria Mabbutt, Rural Development Manager, no later than 5:00 p.m. MST on August 31, 2006. You may email your documents to Gloria at gloria.mabbutt@community.idaho.gov or fax them to her at (208) 334-2631. Please call Gloria at (208) 334-2650 ext. 2139 if you have any questions.

The availability of these funds provides a great opportunity for rural communities to minimize or eliminate the planning challenges in high growth areas, as well as increase local planning capacity. We look forward to hearing from you.

Sincerely,



Wendi Secrist, Administrator
Economic Development Division

Application for Growth Management Assistance

Please completely answer each of the following questions. Each response must restate each question and be followed by an answer. Be sure to include a cover letter signed by the chief elected official expressing a need for this program and a commitment to provide matching funds as described in the program guide.

Applications and cover letters must be received by Gloria Mabbutt, Rural Development Manager, **no later than 5:00 p.m. MST on August 31, 2006**. E-mail the completed documents to Gloria at gloria.mabbutt@community.idaho.gov or fax them to her at (208) 334-2631. Please call Gloria at (208) 334-2650 ext. 2139 if you have any questions.

1. Person Completing Application:
 - a. Name
 - b. Title
 - c. City/County
 - d. Email
 - e. Phone
2. Describe the causes of rapid growth in the community. Is it growing because of new business and industry, tourism, retirees, displaced persons from neighboring communities, other?

In addition to the narrative response to this question, quantify the community's growth. Using numbers, explain how the following has changed over the last six years:

	2000	2003	2006	% Change Between 2000 and 2006	Source of Information
Population					
Building Permits					
Land Transactions					
Residential Plats					
Total Assessed Property Values					
Utility Hookups					
Other					

3. What are the community's specific growth planning assistance needs? Identify the areas, i.e. land use, infrastructure, housing, transportation, economic development, and at least two priorities under each area. For example, if land use is selected, do the priorities include the need for updated subdivision ordinances or planning and zoning regulations?
4. What staff capacity is available in the community to work on growth management? Indicate whether the community has the following:
 - Planning and Zoning Commissions (separate from City Council or County Commission)
 - Full Time Planning Department
 - City Engineer- Is this City staff or a contractor? If a contractor, please identify.
 - Building Inspector
 - GIS Mapping
 - Area of Impact Agreements with neighboring cities and/or counties
 - Comprehensive Plan (less than 5 years old)
 - Subdivision ordinances (less than 5 years old)
5. Describe how the technical assistance provided by this program will impact the growth related issues the community is facing through measurable, tangible goals and objectives designed to improve local capacity, build a growth management program and demonstrate regional impact.
6. Describe the community's commitment to work together with regional partners to address shared and interdependent interests and needs resulting from rapid growth.
7. Describe the community's ability and commitment to provide cash matching funds of at least \$1 per capita in the impact area for which program funds are sought. Indicate the population of the impact area and the total amount of cash matching funds to be provided. If the community is seeking a waiver of this requirement, fully explain and document its financial inability to meet this requirement.
8. Describe the community's ability to proceed if selected. Identify any legal or technical obstacles that may prevent or delay implementation of this program.
9. Describe the project commitment through measurable, tangible goals and objectives to develop and sustain permanent growth management planning capacity in the community or region.

Program Guide

Rural Communities Growth Management Program
HB872 Appropriated \$250,000 to the Idaho Department of Commerce and Labor (ICL)

PURPOSE

This program shall provide funding to successful rural community applicants to obtain innovative planning expertise to meet challenges arising from rapid population growth. Preference will be given to rural communities that have or are willing to form regional partnerships. Through this regional approach, assistance will be delivered to the individual community for specific growth management issues, but services will be coordinated to take advantage of regional opportunities.

For the purposes of this program, a “region” is defined as a multi-jurisdictional geographic area with shared and interdependent growth management needs. A “rural community” is defined as an Idaho city with a population of less than 10,000. The department reserves the right, in its sole discretion, to make exceptions to the population restriction for rural communities with an acute need for growth management expertise.

KEY REQUIREMENTS

1. Application and Delivery System:

- Rural communities must complete the required application and submit it to Idaho Commerce & Labor by the program deadline.
- Staff will review and rank applications based on established criteria (see below).
- Staff will recommend top ranking applicants to the department director.
- The department’s director will select communities for funding from among the top ranking applicants.
- Staff will send a Notice of Award to selected applicants.
- Staff will work with selected applicants to execute an agreement with the department and develop program objectives and outcomes at both the individual community and regional level.
- A Request for Proposal (RFP) will be issued to solicit qualified contractors to provide growth management expertise to the identified region.
- Based on the responses to the RFPs, the selected applicant will choose contractor(s) to deliver services for up to two (2) years.

2. Eligible Applicants:

- Rural communities.
- A county applying on behalf of one of its unincorporated rural communities.

3. Eligible activities and technical assistance that may be provided by qualified professionals include:

- Review of existing ordinances and other land use documents for effectiveness.
- Revising, drafting and interpreting land use ordinances and other planning documents and regulations.
- Recommending solutions for growth related issues.
- Training to Planning and Zoning Commissions and administrators on working with developers.
- Development agreements.
- Assessment and training for workforce housing needs in high growth areas.

- Training on smart growth principles.
 - Training on public financing mechanisms.
 - Working with regional partnerships to provide short and long term planning strategies that engage citizens, local officials and staff from all political jurisdictions.
4. Ineligible Activities:
- Financial support for permanent or part time planning staff.
 - Construction or equipment.
 - Administrative or legal fees
 - Engineering or architectural costs.
5. Match:
- Applicants must provide cash matching funds of at least \$1 per capita in the impact area for which program funds are sought. The department reserves the right, in its sole discretion, to waive the match requirement for applicants with an acute need for growth management assistance and no financial ability to satisfy the matching funds requirement.
6. Ranking Criteria:
- a. Need for Assistance – 100 points
 - Critical need based on population, building activity, trends and projections.
 - Lack of local planning capacity to meet the critical need.
 - b. Project Impact – 200 points
 - Measurable, tangible goals and objectives designed to improve local planning capacity.
 - Measurable, tangible goals and objectives designed to develop and implement a growth management program with both local and regional impact.
 - c. Commitment to Regional Partnerships – 50 points
 - Demonstrated willingness to work with regional partners to address shared and interdependent interests and needs resulting from growth.
 - d. Cash Match – 50+ points
 - Applicants providing the minimum required cash matching funds will receive 50 points. Applicants that receive a waiver of this requirement will also receive 50 points.
 - Applicants providing cash matching funds over and above the minimum amount will receive an additional 10 points for each \$1,000 over the minimum required amount.
 - e. Ready to Proceed – 50 points
 - Applicant's demonstrated commitment and ability to work with local and regional partners to issue an RFP and begin receiving technical assistance.
 - f. Commitment to Permanent Planning Capacity – 50 points
 - Measurable, tangible goals and objectives demonstrating the applicant's commitment to develop and sustain permanent growth management planning capacity.
7. Contract Requirement:
- Applicants awarded funding shall execute a contract with department within sixty (60) days of the date of their Notice of Award.
 - Applicants failing to execute a contract within this time period shall not receive funding under this program.